



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

**#T2051 RECREATION LEADER II (THERAPEUTIC RECREATION)  
SALARY: \$12.02 to \$14.50, Hourly**

**APPLY:** **FIRST DATE:** January 21, 2000

**LAST DATE:** Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **Please apply promptly.** Although the last date to apply is currently "OPEN", the application filing period may be closed with five days notice.

**REQUIREMENTS:** You must meet the following requirements on the date you apply, unless otherwise indicated.

**MINIMUM AGE:** You must be at least 18 years of age.

**EXPERIENCE:** Any combination of paid or unpaid (volunteer) experience **equal to 900 hours** in the following two options that **must include** a minimum of 200 hours of experience working with persons with disabilities (refer to Option #2 below).

**Option #1: Recreation Leadership experience** that includes implementing or assisting with the planning/organizing/teaching/leading of recreation activities such as arts and crafts, games, sports, and field trips.

**Option #2: Experience working with persons with disabilities** performing such jobs as Teacher's Aide, Respite Care Provider, Personal Care Provider, Recreation Leader for persons with disabilities, and related work.

**EDUCATION:** Satisfactory completion of college level course work in Recreation and/or Physical Education may be substituted for lack of experience under **Option #1**. Satisfactory completion of college level course work in Recreation Therapy, Special Education, Psychology, Child Development, Adaptive Physical Education and/or Medical/Nursing may be substituted for lack of experience under **Option #2**. (One semester unit = 60 hours experience; One quarter unit = 40 hours experience) Note: Some college level education in the areas listed above is highly desirable.

**CERTIFICATES:** First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required after hire. Courses for these certificates are offered by the City of San Diego for City employees. Note: Additional certificates in any of the following are desirable: Certified Therapeutic Recreation Specialist; American Sign Language Interpretation; Lifesaving; Water Safety Instructor; and/or Water Safety Instructor for Persons with Disabilities.

**LICENSE:** A valid California Class C Driver's License may be required at the time of hire.

**DUTIES:** Recreation Leaders II (Therapeutic Recreation) assist in planning, organizing, conducting, and evaluating recreation and leisure activities for children and adults with disabilities. Examples of the types of activities include: physical activities (sports, fitness); social activities (dances, dinners, theater); classes (leisure education, exercise, crafts); and special events (tournaments, playdays, day camps, field trips). In addition, employees work with individual participants in their daily living/personal needs during program attendance (which includes feeding, changing diapers, lifting, etc.); assist in the training of interns, field workers, volunteers and co-workers; complete necessary reports and paperwork relating to programs and participants; maintain equipment, supplies, and storage areas; represent the agency at public relations events; and perform other duties as assigned.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials **only**

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

**The provisions of this bulletin do not constitute an expressed or implied contract.**

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## **DIVERSITY BRINGS US ALL TOGETHER**

### ***THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"***

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.